

31 August 2001



Personnel

**AIR INTELLIGENCE AGENCY SECURITY
MANAGER OF THE YEAR PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements AFD 36-28, Awards and Decorations Programs. This instruction provides guidance and procedures for the administration of the Air Intelligence Agency's (AIA) Security Manager of the Year Program. It identifies criteria, eligibility requirements, and submission format for the award. This instruction applies to 67th Information Operations Wing (67 IOW), 70th Intelligence Wing (70 IW), 690th Information Operations Group (690 IOG), and all Air Intelligence Agency (AIA)-supported activities worldwide, AIA-gained Individual Mobilization Augmentees (IMAs), AIA-gained Air National Guard (ANG) units, and AIA-gained Air Force Reserve Command (AFRC) units.

SUMMARY OF REVISIONS

This Document is substantially revised and must be completely reviewed.

1. Program Objective. The program objective is to acknowledge and encourage outstanding achievement by individuals performing the duties of Security Manager (SM) or Special Security Representative (SSR).

- 1.1. Any person (non-3P0 or 080 civilians) performing duties as SM or SSR is eligible for the award.
- 1.2. The evaluation period for the award is the calendar year (1 January through 31 December).

2. Responsibilities.

- 2.1. The commander or designated representative publicizes the program.
- 2.2. The HQ AIA Security Office, Information Security Division (HQ AIA/SOC) oversees the award program.
- 2.3. Each commander may submit nominations to appropriate Wing, Group, or Center for consideration of the award.

2.4. Each Wing, Group, or Center will review units' submissions and submit one package to HQ AIA Security Office, Information Security Division (HQ AIA/SOC) for consideration of the award.

3. Eligibility Criteria.

3.1. The nominee must be performing as a SM or SSR and not filling a 3P0 (Security Forces) Air Force Specialty Code or an 080-series (Security Specialist) civilian position.

3.2. The nominee must have actively participated in the unit's Security Training, Education, and Motivation (STEM) program.

4. Nomination Procedures.

4.1. Prepare an AF Form 1206, **Nomination for Award**, with the headings in Attachment 1.

4.2. Include a copy of the last program review or security inspection report of the nominee's activity with the AF Form 1206.

4.3. All nomination packages must be endorsed by the commander and sent through appropriate Wing, Group, or Center to HQ AIA Security Office, Information Security Division (HQ AIA/SOC), 102 Hall Blvd, Ste 257, San Antonio TX 78243-7026. Nominations must arrive at HQ AIA/SOC no later than 15 February of the year following the award period. The selection board will not consider nominations received after 15 February.

JIMMY R. JONES
Chief of Security

Attachment 1**SAMPLE NOMINATION FORMAT FOR AWARD**

A1.1. Specific Accomplishments. Complete the AF Form 1206 with the following headers:

A1.2. Duty Accomplishments. List specific achievements contributing to program enhancement and indicate the dates when they were accomplished. Include the impact of each accomplishment upon the organization's security program. Cite specific metrics (number of personnel serviced by security manager, reductions in security incidents, innovations, etc.).

A1.3. Security Training, Education, and Motivation (STEM) Program Participation. Detail nominee's participation in STEM program. Cite specific accomplishments in promotion of COMSEC (Communications Security), OPSEC (Operations Security), TEMPEST/EMSEC (Study of Compromising Emanations/Emission Security), SCI (Sensitive Compartmented Information) Management, Information Security, Personnel Security, Physical Security, and Industrial Security. Cite specific achievements in management and execution of the organization's security awareness programs.

A1.4. Self-improvement Efforts. Cite any security-related training the nominee has completed. This includes any training that enhances the nominee's ability to contribute to the overall security program.

A1.5. Supplemental Information. Under this heading, present any significant activities that were not encompassed under one of the above headers. Identify facts that had a definable impact on security. Also list any formal recognition (letters, citations, or awards) that acknowledged particular excellence of the security programs.

A1.6. Unit commander's endorsement.

A1.7. Endorsement by the Chief of Security Forces or Senior Security Official for the activity's endorsement.

A1.8. Unit Information . Complete unit address and telephone number.